



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1080.6B
BADJ
APR 18 1996

BASE ORDER 1080.6B

From: Commanding General
To: Distribution List

Subj: AMPLIFYING INSTRUCTIONS FOR REPORTING GOVERNMENT QUARTERS
INFORMATION INTO THE MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)

Ref: (a) MCO P1080.40
(b) MCO P1080.20L
(c) MCO P1070.12H

1. Purpose. To publish an order amplifying instructions for reporting government quarters into the MCTFS via the On-Line Diary System (OLDS) in accordance with the references.

2. Cancellation. BO 1080.6A

3. Information

a. Reporting Unit Code (RUC) 59020 has been assigned to the Base Family Housing Office for the purpose of reporting government quarters transactions into the MCTFS.

b. The Base Family Housing Office will be subject to inspections by the Inspector General of the Marine Corps and the Marine Corps Administrative Analysis Team (MCAAT).

4. Action

a. The Manpower Information Systems Support Office (MISSO) will provide on-line diary training and service as the local point of contact for this project.

b. The Base Family Housing Director will ensure that the Master Electronic Signature (M-ELSIG) is properly safeguarded. The M-ELSIG will be placed in a sealed envelope with the responsible officer's signature over the flap, and secured in a safe with limited access. In cases where more than one individual has access to the safe, the envelope containing the M-ELSIG will be locked in a separate container within the safe. Additional requirements are contained in reference (a).

c. The Base Family Housing Director RUC may be used to report the following transactions on those Marines assigned to or from government quarters. Reporting of any other transaction, other than a corrections statement, is prohibited.

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Type of Transaction


<u>Code (TTC)</u>	<u>English Description</u>
184000	CHAN HOUS OFF UIC/AAAN (_____) _____ ED _____
187016	CHAN INAD QTRS \$ _____ . _____ ED _____
187017	CHAN INAD QTRS _____ PERCENT ED _____
187037	STRT QTRS (_____) _____ ED _____
187038	STRT INAD QTRS \$ _____ . _____ (_____) _____ ED _____
187039	STRT INAD QTRS _____ PERCENT (_____) _____ ED _____
186003	STOP QTRS ED _____

d. The Director of Family Housing will authenticate and endorse the NAVMC Form 11051, Assignment of Government Quarters, with the Unit Diary number and date. The original will be forwarded to the Marine's unit for filing in the Marine's SRB/OQR as required by reference (c). One copy of the NAVMC Form 11051 will be retained at the Base Family Housing Office to serve as supporting documentation for reporting pay transactions into the MCTFS.

e. MISSO will monitor transactions reported on the diary by the Housing Office. In those cases where unauthorized transactions have been reported, notify this Headquarters (BADJ).

5. Summary of Revision. This Order has been revised in its entirety and should be reviewed thoroughly.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. T. MURRAY
Chief of Staff

DISTRIBUTION: A